



# Memorandum

**TO:** Historic Landmarks Commission **FROM:** Courtney Damkroger

**SUBJECT:** Election of Historic Landmark **DATE:** June 19, 2003  
Commission Chair and Vice Chair

---

**APPROVED:**

**DATE:**

---

The Historic Landmarks Commission does not have a set of Rules and Regulations setting forth procedures for election of Chair and Vice Chair. The General Provisions of the San Jose Municipal Code, Section 2.08.070, for Boards, Bureaus and Commissions (in the Commissioner Handbook and attached) provides for the appointment of a Chair and Vice Chair for a term the Commission may determine.

At the June 4, 2003 Historic Landmarks Commission meeting, a motion was approved (4-0-3 Paim, Legaspi and Janke absent) to agendize at the July 2, 2003 meeting the re-election of the current Chair and Vice Chair for the period from July 2003 through June 2004.

Courtney Damkroger  
Historic Preservation Officer

Attachment